



Job Title:	<b>Head of Finance &amp; Operations (Non-clinical) Full-time</b>
Location:	Ruhama, 30/31 Camden Street, Dublin 2
Reports to:	CEO
Purpose:	The Head of Finance & Operations will display excellent leadership skills to develop and manage the non-clinical business of Ruhama. This involves responsibility predominately for finance, IT, administration, premises maintenance and health & safety.
Grade:	Salary scale has eight points €45,000 – €52,300. Starting salary will be in line with qualifications, skills and experience.

## **Duties & Responsibilities**

### **Finance**

- Preparation of the annual budget and forecasts.
- Monitor financial performance against budget and immediately report any deviations to the CEO.
- Preparation of monthly accounts and quarterly reports on project activities and supporting variance analysis for funders and Ruhama Board.
- Preparation of financial report for Audit, Finance and Governance sub-committee.
- Preparation of annual accounts for audit & liaise with Auditors.
- Prepare and process staff salaries and pensions. Ensure all appropriate returns are made to Revenue/Pension Provider.
- Manage cash flow (banks & petty cash).
- Oversee, monitor & report on all non-statutory grants/donations.
- Ensure all forms of the organisation's insurance are in place.
- Work with and develop the SORP Accounting Model.
- Ensure governance requirements are met in line with best practice e.g. Charities Regulatory Authority, Companies Register Office, Revenue Commissioners etc.

### **IT**

- Develop and oversee Ecass/Salesforce IT system. Ensure full utilisation of Ecass system across the organisation.
- Liaise with IT service provider.

- Working knowledge of Sage 50 Accounts & Sage Micropay.

### **Operations**

- Monitor compliance with all operational procedures; review their effectiveness including annual audit processes and take appropriate action where necessary. Ensure that services are underpinned by appropriate Quality Standards, as agreed in consultation with the CEO.
- Maintain and develop administrative systems, accounting procedures, office systems and database.
- Develop and implement organisational maintenance strategy ensuring all aspects of building maintenance and repairs are attended to in a timely manner and make recommendations for building improvements/enhancements.
- Ensure all Health and Safety requirements including risk assessment, contingency management, mandatory training is in place and adhered to.
- Oversight of Data Protection procedures and liaising with relevant personnel.
- Responsible for COVID policies, procedures & contingency planning.
- To comply with all Ruhama policies and procedures.
- To attend supervision with the CEO.
- Any other appropriate duties requested by the CEO.

## **Person Specification**

The person specification sets out the essential abilities and qualities needed by the successful candidate for this post.

### **Qualifications**

1. Finance qualification is essential (IATI minimum qualification).
2. Payroll qualification is essential.
3. Possession of a recognised IT qualification or similar is desirable.
4. Health and Safety training is desirable.

### **Experience**

5. Experience of managing budget processes and financial controls is essential.
6. Experience of developing administrative and office systems, particularly IT is essential.
7. Experience of producing professional documents including financial & annual reports is essential.
8. Experience in Microsoft including Excel & Word is essential.
9. Experience of managing facilities is desirable.
10. Experience of Salesforce including developing reports is desirable.

## **Knowledge**

1. Knowledge of financial processes and administration is essential.
2. Demonstrates knowledge of new software and administrative procedures is essential.
3. Knowledge of health and safety legislation and risk management is desirable.
4. Demonstrates a working knowledge in the complexities faced in delivering services to service users in challenging environments is desirable.

## **Skills and Abilities**

1. Excellent communication, leadership and inter-personal skills across all levels of the organisation.
2. Demonstrates effective analytical, problem solving and decision-making skills.
3. Capacity to multitask and effectively work under tight deadlines.
4. Display skills to motivate and develop staff to comply with all policies and procedures.
5. Demonstrate competence and professionalism in order to carry out the duties and responsibilities of the role.
6. Ability to manage challenging issues.
7. Ability to consult, liaise and negotiate with stakeholders and facility services personnel.
8. Ability to contribute proactively, positively and effectively across the organisation.
9. Commitment to meeting the needs of excluded and marginalised people.
10. Respect for the values and ethos of Ruhama.

February 2021